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24 September 54

MEMORANDUM FOR: Colonel White

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SUBJECT : OCD T/O Increase to Meet Requirements
of [REDACTED]

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1. The attached study requests that 5 additional ceiling positions and \$18,987 be allocated to OCD for fulfilling the added work burden under the provisions of [REDACTED]. Initially, it was felt that most of the material coming in for analysis would be pre-analyzed. It has developed, however, that an increasing amount has come in as raw data and requires previously unanticipated machine punching and tabulation.

2. To meet this requirement, 4 card punch operators and 1 tabulating machine operator and 4 card punch machines are required in addition to miscellaneous supplies. The Office of Personnel has concurred in the levels to be established for the positions. Management Staff has recommended that the positions be established and the Comptroller has recommended that funds be made available from the Director's Reserve.

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3. The Budget Division has raised the question of whether this might be an appropriate basis on which to release the funds from the Reserve for Contingencies from the Bureau of the Budget. In talking with [REDACTED] he suggested that this might appropriately be an item which you could keep as an ace in the hole for dealing with the Bureau of the Budget later in the year.

4. There are presently 7 ceiling positions available for allocation in the Director's Reserve.

5. Your approval is recommended and comments to implement your approval have been added where your signature is indicated.

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